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HR Newsletter

Service Credit Deposit Reminders

Service credit deposits allow employees to make a payment to the retirement fund to enable them to receive credit towards a retirement benefit. Often Employees do not inquire about a service credit payment until retirement. The following are reminders for employees:

- If you have non deduction time (temporary time) and are unsure if you made a payment, want to make a payment or need to make a payment for retirement purposes, contact our office to request assistance.
- If you have redeposit time (withdrew retirement contributions during a break in service) and are unsure if you want to make a payment, or should make a payment for retirement purposes, contact our office and request assistance.
- If you have military time and are unsure if you need to make a deposit to receive credit for that time, you can request assistance from our office.

Please keep in mind, service credit deposits/redeposits do accrue interest, therefore, if you are interested in making a payment or are interested in knowing the cost, do not hold off on inquiring as interest will continue to accrue on the amount owed.

Don't wait until you are thinking of retirement to get an estimate on deposits/redeposits.

Need to know who your HR Assistant is for your group, visit our HR website, under "contacts".

HR has moved!

> We are now located in the Owyhee Bldg (Bldg 106, Suite 1700).

> Our HR Office door remains temporarily closed while the air flow issues in the building are being worked out, however, do not let that discourage you from stopping by to see our new Suite and get to know the HR Staff.

Federal Long Term Care Insurance Program (FLTCIP) Open Season

The FLTCIP Open Season will be from April 4, 2011 through June 24, 2011. This is the first abbreviated underwriting Open Season since 2002.

During this open season, qualified individuals not currently enrolled in the LTCIP will be able to apply during this open season and since it is an abbreviated underwriting, they will answer fewer health questions.

Employees must be actively at work to apply under this process.

There is also an interactive online tool that will help individuals find a plan that fits their needs.

Employees may visit the website and request a Open Season application be mailed to them or they can apply online between April 4th and June 24th.

For more information, visit

www.ltcfeds.com

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ER Corner—A message from your Employee Relations Specialist

Did you know.....

That if you changed your attitude you can accomplish more. When things go wrong, it doesn't have to ruin your day. In fact, with the right outlook, you can prevent many problems from ever happening.
When mistakes occur or something goes wrong, "remember that you are the only person who controls your reactions. Don't let the weather, other drivers, coworkers, or anyone else take that control away from you.
Choose to maintain a positive attitude. Bring a proactive approach to situations; don't just react to things after they have happened. Decide how you would like them to turn out.
Set high expectations up front. Instead of wondering what might go wrong, start looking for things to go right. Our thoughts are self-fulfilling, so chances are you will get the results you expect.
A positive outlook contributes to a less stressful, healthier lifestyle. Anger, fear and other stressful emotions are associated with many health problems, from depression to high blood pressure, heart disease and the common cold. But feeling good about yourself and others helps prevent mental anguish and physical problems.
Being upbeat also contributes to more pleasant relationships. Take an honest look at your attitude, and then ask yourself, "Would I like to work with this person? Would I like being with this person?" If you answer no, it is time to change your attitude and behavior.
Start building a positive attitude as soon as you open your eyes each morning. Instead of dragging yourself out of bed and off to work in a big rush, start each day with a positive, healthful routine. To do that, it has been suggested you:

- Get up early so you don't have to rush. By rising 30 minutes earlier each day, you add 3 ½ hours of productivity to your week. Multiply that by 52 weeks, and you will have an additional 80 hours to accomplish your priorities.
- Tune into positive messages. If the morning news depresses you, listen to a motivational program or music.
- Eat a healthy breakfast.
- Exercise. Refresh your body and spirit with a brisk walk or other aerobic activity.
- Leave home early. Allow enough time for your commute – and then some.

On the job, an individual with a positive attitude is more likely to achieve good results. Here are some strategies for achieving a positive attitude at work:

- Plan your day and your future. Work to achieve real goals, not just finish tasks.
- Greet people with a smile. Studies have found that smiling makes you feel better.
- Avoid excuses; they just make the other person angrier. But "I'm' sorry" and "I'll take care of it" work wonders.
- Give sincere appreciation. Your co-workers deserve to know when they've done something well—and they will return the compliment.
- Listen more and talk less. Listening to another person is one of the best compliments you can give.
- Alternate work and rest periods. Take time out to refresh yourself with a walk, stretches or other moderate exercise.
- Don't complain. Grumbling focuses attention on what is wrong, not what is right, and creates a negative atmosphere.
- Learn from your mistakes. Instead of getting upset, ask, "How can I correct the situation?"
- Make room for humor. Make it cheerful, not offensive.
- Review your accomplishments at the end of the day. Even small contributions make a difference.
- Go home early enough to spend time with family or friends. Relax and get a good night's sleep.

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We're on the Web
http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources.html

EAP Consultants Inc.

EAP Consultants, Inc. have made improvements to their website, which includes easier access and additional resources. The EAP program is available to NIFC employees working for BLM, BIA, NPS and FWS.
In the Employee Resources page, you will find valuable information such as:

- Request Confidential Counseling Services;
- Stress Management - Learn useful tips for managing life's stressful events;
- Healthy Exchange - Online library provides practical information to help with relationships, stress, job issues, parenting issues, and more;

To visit the EAP website, go to

http://www.eapconsultants.com/

In the right hand corner, click on Member Access, this will bring up a page that will ask you for our password.

The password is nifc

For questions regarding the EAP program, contact Sheri Kososik at ext.5527.